

Department Of Correction

Official Title: **Student Intern**

Position Type: **Internship**

Posting ID #: 013

INTERNSHIP INFORMATION

Salary: **Unpaid**

Number of Vacancies: **1**

Location: **MCI Concord, SFU
Building, Concord, MA**

Internship Track: **Strategic
Research and Planning**

Hours/Schedule: **20 hours/week
minimum**

Duration: **Full Semester**

Position Description: **Conduct research and analysis relevant to prison population or related topics of interest to the Department. Conduct a literature review of best practices on a specific topic. Look at a policy change and conduct an analysis of its impact on the Department and the larger criminal justice system. Work with research staff to collect, code, analyze and package data on the inmate population. Respond to requests for information about the inmate population from within or outside the agency including generating descriptive analyses of the correctional population.**

Responsibilities/Major Duties: **Compile and review relevant literature on a research topic and summarize information in a document; use SPSS, Excel, MS Word to prepare reports and compile aggregate data on a research topic; assist staff with generating and packaging information in a report.**

Preferred Qualifications: **Interest in criminal justice research and issues affecting prisoners and prisons, strong verbal and writing skills, good analytical skills, enjoy working with numbers and preparing reports that summarize information.**

How to apply:

Mail Internship Application to:

Alexandra McInnis, Director of Personnel
Division of Human Resources
P.O. Box 946
Norfolk, MA 02056
Fax: (508) 850-5217

For additional information or questions, please contact:

Jim O'Gara at (508)850-7874 or email at JMOgara@doc.state.ma.us
William Ramos at (508) 850-7783 or email at WFRamos@doc.state.ma.us

Agency Web Address: <http://www.mass.gov/doc/>

**An Equal Opportunity/Affirmative Action Employer.
Women, minorities, veterans, and people with disabilities are strongly encouraged to apply.**